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TACOMA HUMAN RIGHTS COMMISSION

BY-LAWS

ARTICLE 1

(Purpose)

All powers herein granted within the spirit and intent of the City Ordinance of Tacoma, Washington. Such powers include, but are not limited to the direction, development, and implementation of all policies and procedures of the Tacoma Human Rights Commission; and the enactment of measures that will enhance and promote the human and constitutional rights of the citizens of Tacoma, Washington.

ARTICLE 2

(Meetings)

Section A: The rules of parliamentary procedure as contained in Robert's Rules of Order shall be adhered to during business meetings of the Commission.

Section B: The Commission's study sessions shall convene at 5:30 p.m. on the second Monday of each month.

Section C: The Commission's business meetings shall convene at 5:30 p.m. on the third Thursday of each month.

Section D: At each Business Meeting the Chairperson shall recognize members of the public and provide these persons the opportunity to address the Commission. Scheduled guest speakers will be placed on the Agenda within the first 15 minutes of the meeting.

ARTICLE 3

(Elections)

Section A: Nominations for officers shall be taken from the floor at the November study session. Each nominated candidate shall then be given no more than seven (7) minutes to state why he or she would be the best person for the job. If an officer cannot go to term, or resigns, an election will be held within 30 days or one month to replace the officer.

Section B: Election of officers shall be conducted at the December Business Meeting. Votes to be counted by two (2) persons in an open process.

Section C: Absentee ballots will be made available at the November Business Meeting with instructions for the return of same. (Secretary to have packets available) Absentee ballots shall be turned in to the Department secretary 24 hours prior to the election, no proxy or telephone votes will be counted.

Section D: To be elected a candidate shall need a simple majority of the votes cast.

Section E: Officers of the Commission must be members of the Commission.

ARTICLE 4

(Officers)

Section A: Officers of the Commission shall consist of a Chairperson, First Vice Chairperson and Second Vice Chairperson.

Section B: The officers of the Commission shall serve a term of two years. Said terms shall commence on January 1st and conclude on December 31st of the second year.

ARTICLE 5

(Duties of Chairperson)

Section A: The chairperson shall preside at all regularly scheduled meetings and formulate the agenda.

Section B: The chairperson shall sign all official documents which require the Commission's signature.

Section C: The chairperson shall be able to appoint Commission members to committees in the event Commissioners fail to volunteer for committees.

Section D: The chairperson shall cause the distribution of all letters of business to Commission.

Section E: The chairperson shall speak for the Commission on policy matters only upon approval of the Commission.

Section F: The chairperson shall publish, in the name of the Commission, only upon the approval of the Commission.

Section G: The chairperson and vice chairperson will be ad-hoc members of all project committees. It shall be up to discretion of Chair or Vice Chair whether to attend.

Section H: The chairperson shall adhere to and enforce the Commission's by-laws.

ARTICLE 6

(Duties of Vice-Chairperson)

Section A: The vice-chairperson shall assist the chairperson in fulfilling her/his duties as prescribed in Article 5.

Section B: The vice-chairperson shall serve as chairperson during her/his absence.

Section C: The vice-chairperson shall monitor the progress reports of all project committees.

Section D: After three months of no written reports, the vice-chairperson shall place the project committee on the study session agenda, for the purpose of restructuring or eliminating.

Section E: The vice-chairperson shall adhere to and enforce the Commission's by-laws.

Section F: The vice-chairperson shall be responsible for planning the annual Commission retreat.

ARTICLE 7

(Duties of Second Vice Chairperson)

Section A: Conduct the meeting in the absence of the Chair and First Vice Chair.

Section B: Assist Chair and First Vice Chair as appropriate.
(Article added 1/16/03)

ARTICLE 8

(Duties of Commissioners)

Section A: Commissioners shall speak for the Commission on policy matters only upon the Commission's approval.

Section B: Commissioners shall speak publicly, in the name of the Commission, only upon approval of the Commission.

Section C: Commissioners shall be required to participate on one project committee annually, until said project is completed or eliminated.

Section D: Commissioners shall be supportive of each other in a positive manner.

Section E: Commissioners shall adhere to and enforce the Commission's by-laws.

Section F: Commissioners attending functions at City expense on behalf of the Human Rights Commission are expected to make a report in writing.

ARTICLE 9

(Project Committees)

Section A: Proposed project committees shall be required to submit a written request. The request shall include a statement of purpose, name of chairperson, and list of committee members.

Section B: The committee chairperson must be a member of the Commission.

Section C: The committee members need not be members of the Commission.

Section D: Upon approval the committee shall be required to submit an action plan, which should include purpose, objectives, and completion date.

Section E: The chairperson of each committee shall be required to present a monthly written progress report at the monthly Business Meeting.

Section F: Project committees shall be reviewed by the Commission semi-annually to determine the need for continuation or elimination.

Section G: Project committees shall be required to provide a copy of all written work to the Human Rights Department for informational purposes.

Section H: All requests for staff assistance from the Human Rights Department must be approved by the Department's Executive Director.

ARTICLE 10

(By-Laws)

Section A: Proposed amendments to the By-Laws shall be presented and discussed at a study session and voted on at the next regularly scheduled Business Meeting.

Section B: These By-Laws may be amended with a 2/3rds majority vote by the Commissioners present.